



7 VENDOR MANAGEMENT

Effective: 6/1/96

7.1 Vendor Authorization Process: Application

Revised: 6/1/98

POLICY: Any owner of a Wisconsin grocery store or pharmacy may apply for authorization as a vendor by submitting an application to the State WIC Vendor Unit on forms provided by that office.

PROCEDURE:

A. REQUESTING AND COMPLETING AN APPLICATION

1. The vendor requests an application packet from the State WIC Vendor Unit. See Attachments for the items included in the application packet, except HSS 149 and the Wisconsin WIC Approved Foods/Cashier Instructions which are in the Wisconsin WIC Vendor Manual.
2. The vendor would receive the type of application appropriate for the store or pharmacy (i.e. grocery store, pharmacy, special pharmacy).
3. If a local WIC Project receives a request for an application packet, the WIC Project should either refer the vendor to the State WIC Vendor Unit or provide the Vendor Unit with the name and telephone number of the person requesting the materials.
4. The vendor completes application materials and returns them to the State WIC Vendor Unit for processing

B. PROCESSING THE APPLICATION

1. Application materials are reviewed at the State WIC Vendor Unit for completeness and to determine if the store meets eligibility requirements (see C. next page).
2. Incomplete application materials (e.g., missing stock and price information) will be returned to the applicant. Application materials returned for incompleteness may, following completion, be resubmitted within 15 days to the State WIC Vendor Unit or a new application may be submitted at any time.
3. All applicants must complete a Stock Price Survey. Grocery stores complete a Stock Price Survey specifically for grocery stores; pharmacies and special pharmacies complete a Stock Price Survey specifically for pharmacies/special pharmacies.



C. ELIGIBILITY CRITERIA

1. Stores must meet the conditions of eligibility specified in HSS 149.03 (2). These include:
 - a) an acceptable history with the WIC and Food Stamp Programs
 - b) minimum stock requirements in the customer area of the store
 - c) acceptable prices
 - d) acceptable site visit
 - e) attend a training by WIC Project staff or by a representative of the Wisconsin WIC Program
 - f) be located in Wisconsin
2. Pharmacies must stock rebate contracted formula. In addition, special formulas must be provided if requested by a participant or by WIC Project staff.
3. Special pharmacies provide special formulas only. It is not required to have special formulas in stock at the time the application is completed but assurances must be provided that, at a minimum, Pregestimil and Nutramigen can be ordered and provided.

D. APPLICATION SITE VISIT

1. If a vendors meet the conditions of eligibility and the application materials are complete, the State WIC Vendor Unit forwards the following materials to the local WIC Project with instructions to conduct a site visit:
 - a) Copy of the completed Vendor Application (DOH 4118)
 - b) Copy of the completed Stock Price Survey (DOH 4621)
 - c) Site Visit Form (DOH 4324)
2. The local WIC Project typically has two weeks in which to conduct the site visit.
3. The findings of the site visit are reviewed by the State WIC Vendor Unit. See Policy 7.3 Vendor Authorization Process: Ineligibility Determinations.



E. ACCEPTABLE APPLICATION AND SITE VISIT

1. If the store has an acceptable application and site visit, an authorization packet is sent to the local WIC Project. See Policy 7.2 Vendor Authorization Process: Site Visit
2. A local WIC Project representative conducts a training and provides the vendor stamp and informational materials to the vendor. See Policy 7.4 Vendor Authorization Process: Acceptable Vendors.

F. TIMELINES FOR APPROVING THE APPLICATION

Within 60 days after receipt by the State WIC Vendor Unit of a complete application for initial authorization as a vendor, the State WIC Vendor Unit will either approve or deny the application. If the application is denied, the department shall give the applicant reasons, in writing, for the denial.

ATTACHMENTS

Vendor Application Form (DOH 4118)

WIC Vendor Conditions of Eligibility (POH 4547)

Stock Price Survey - Grocery Store (DOH 4621)

Stock Price Survey - Pharmacy/Special Pharmacy (DOH 4323)

Instructions for Completing the Stock Price Survey (DOH 4621A)

Cover Letter